PENNSTATE HERSHEY

Milton S. Hershey Medical Center

NEW HIRE CHECKLIST

PLEASE COMPLETE THE FOLLOWING ITEMS:

- ☐ IT Request Forms
- ☐ New Employee Demographic Data Entry Form
- ☐ Certificate Of Residence
- ☐ Local Tax Withholding Form
- ☐ Form W-4 (2010) - Employee's Withholding Allowance Certificate
- ☐ Form I-9, Employment Eligibility Verification
- ☐ Direct Deposit Authorization
- ☐ Self-Identification Form
- ☐ Confidentiality Agreement
- ☐ Worker's Compensation Employee Notification
- ☐ Milton S. Hershey Medical Center Intellectual Property Agreement (IPA Form)
- ☐ Employee Health Record

PLEASE BRING THE FOLLOWING REQUIRED DOCUMENTS WITH YOU TO ORIENTATION

- ☐ Proof of all levels of education (original diplomas, original certificates, original degrees, or official transcripts.
- ☐ A voided check or proof of savings account letter for mandatory Direct Deposit.
- ☐ Two forms of identification (please reference the checklist on Form I-9 (Employment Eligibility Verification) for all acceptable forms of ID. We are required by the Department of Justice to review these documents on all new employees within the first **3** days of employment.
- ☐ Vehicle information for Parking Services on up to three personal vehicles:
  - ☐ **Year**
  - ☐ **Make**
  - ☐ **Model**
  - ☐ **Color**
  - ☐ **State/License Plate #**

IMPORTANT POINTS TO REMEMBER:

- Incomplete/missing forms or documents can delay your paycheck.
- Please complete all forms in their entirety as indicated in the checklist.
- Bring all forms with you to your scheduled New Hire Orientation.
- If you are not scheduled to attend New Hire Orientation, please bring your paperwork with you on your first day of employment.